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A Basic Police Communications and Records System: Student Manual for the Police Communications and Records Program

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Summary

This student manual describes the basic structure of a sound police communications and records system, covering organization; files, forms, and procedures; property control records; and records retention and destruction.

A
BASIC POLICE COMMUNICATIONS
AND
RECORDS SYSTEM



JUSTICE CENTER

University of Alaska, Anchorage
Anchorage, Alaska

(DRAFT I)

A
BASIC POLICE COMMUNICATIONS
AND
RECORDS SYSTEM

STUDENT MANUAL
FOR
THE POLICE COMMUNICATIONS
AND RECORDS PROGRAM
(1980)

BY

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I. INTRODUCTION

The efficiency of a police department is always effected by the organization and operation of its communications and records system. Since all records are intended to communicate, and most police records are based on verbal communications, it is nearly impossible to consider police records without also considering police communications. A police department's verbal communications arrangements determine the speed, accuracy, and reliability of its information transfer, and its written (or electronically stored) records determines its recall ability. Therefore, an integrated information system is essential to efficient and successful police operations.

Definitions and Purposes

Communications, in this document, refer to those police operations, procedures, and personnel involved in transferring information from a citizen to someone within the police organization, or between members of the department by means of radio or telephone. Therefore, police communications evaluations are concerned primarily with efficient telephone and dispatching arrangements.

The basic objectives of a police department's communications activities are:

1. The receipt of accurate and complete information related to the department's responsibilities.
2. The concise and accurate transmission of information received to the appropriate person.
3. Sufficient recording of the verbal transmissions to enable the department to remember and utilize the information in the future.

The realization of these objectives is dependent upon not only physical arrangements and equipment, but also on the abilities, attitudes, understanding, and techniques of Communications personnel.

The most important function of police Records is to provide an accurate and prompt memory for the department. A police records system should also contain the history of the organization, its problems, and to some extent its clients. In addition, police records should provide an accounting of the actions taken by the department and its members. Records which are systematically stored

can be readily used at any point in time to provide members of a police department (with a need to know) with appropriate information to:

1. satisfy legal obligations,
2. increase the effectiveness and efficiency of field operations,
3. administer the department,
4. provide public information, and
5. assist other agencies and persons.

Records initiated without definite intentions, planned follow up actions, or systematic integration into the total communications and records of a department, will probably waste tax money. Records initiated but unretrievable are certainly a waste of time and resources. However, a rationally structured, simple, and complete records system that is used for specific purposes at future times, is usually paid off by reducing future time, effort, and expenses of the department. Such a system will return the amount invested through increased service to the public, improved performance by police personnel, and reduced personnel, equipment, and operating costs. In addition, it can be used to ensure human and constitutional rights, reduce citizen inconvenience, and increase public safety and security.

Common Weaknesses

Frequently the quality and quantity of police information operations leave much to be desired. The major weaknesses which police departments need to address are almost universal. They include:

1. Absence of cooperation in records keeping and communications between police agencies and an absence of uniformity of procedures, forms, and summaries.
2. Faulty information services organization within police departments. This is reflected in an absence of security and control of information, a duplication of records within the department, the requirement of an excessive number of personnel to operate communications and records systems, inaccessibility of information contained in department records to many police officers during certain times of the day, and delays in the retrieval of information stored in the records.
3. Use of untrained persons, who have little or no competency in the operation or supervision of police information systems. Communications and records sections have

at times been the dumping grounds for the weak, disabled, uncooperative, and the low intelligence police officers.

4. Inefficient procedures for controlling and handling the reports that are generated. There is often no procedural manual nor set plan for police records processing.
5. There is often inadequate materials, supplies and equipment to establish or maintain a sound basic records and communication system.
6. Retention and destruction schedules are practically non-existent in most police agencies. Even though microfilming could greatly reduce volume and increase the security of records, it is seldom utilized.

Most of the changes needed to correct these weaknesses are easily initiated provided one knows what to do. It is ironic that many people feel that in order to have a "quality" information system, it must be complex and expensive. This perception is inaccurate; in fact, the most useful basic system for a police department is nearly always simpler and less expensive than the disorganized growth of a system developed in response to the pressures and whims of the department.

Characteristics of Sound System

Although the scope and nature of department's responsibilities, and the extensiveness of its workload, will influence the type of forms and recording techniques it utilizes, the specific distribution patterns used to circulate information, and the equipment and methods used in processing information, the basic features of a sound police records system are always the same. In other words, a police department does not have to worry about wasting money on redesigning their basic system in the face of prospective computerization of their information, because a sound basic system will be necessary to the effective use of computerized dispatching or electronic data processing. The following is a summary of the main characteristics of a sound communications and records system.

1. Communications and records should be organized as an integrated single unit in a centralized location.
2. One person should be delegated the responsibility and authority for supervising records and communications and charged with maintaining the security, control, and integrity of all records files.

3. All police activities and actions should be reflected in reports and records, and the control and accounting system should be sound enough to ensure that all such reports and records are entered into the system.
4. A manual of records procedures should be used to explain the records system, reporting techniques, and processing procedure that is utilized by the department.
5. The filing system should contain storage files (usually with index cards filed alphabetically) that are sufficient to house the departments records.
6. Specially selected and trained personnel should be responsible for the communications and records functions of the department.
7. Communications and Records should be organized to permit all departmental employees with a need to know information speedy access to it by use of their radio or telephone at any time of the day or night.
8. Reporting methods and procedures should be standardized, easy to understand, susceptible to speedy processing, and capable

of providing accurate, appropriate and sufficient information.

9. The floor plan of communications and records, the physical location of communications equipment and personnel, and the layout of files and data processing terminals and equipment should minimize the time needed to perform activities, avoid unproductive efforts, and increase the speed of information flow, minimize the communications links in the information flow, and minimize the personnel needed to operate the system.
10. There should be a plan for forms control, records retention, and records destruction which is consistent with State laws, and the needs of the department, and has been approved by the State and local historical agencies.

Conclusion

A police communications and records system must be organized and physically arranged to efficiently and effectively satisfy the continuous needs of the departments line personnel, who are performing in the field, and its staff personnel in their planning,

administrative and support roles. The records provide data for planning, budgeting, public information, and managing the activities of the department. The activities of departmental employees, the progress of the divisions of the department and the department's ability to respond to citizen needs are all enhanced by a good records system. Police officers need records to enable them to recall information when they get to court, Prosecutors need adequate records to effectively organize and present cases for the police, courts must have records for information concerning sentences that are appropriate, and the public needs records so they can determine for themselves whether criminal justice is being properly administered in their jurisdiction.

The remainder of this report will be devoted to outlining a basic Communications and Records system that will meet the minimum needs of a police department. Every effort has been made to standardize the sizes and minimize the number of forms by designing one form that serves a variety of purposes. The 8 1/2"x11" lettersize paper is recommended for reports and the 3"x5" cards are suggested for index documents. Sheets for ledger books can be obtained free of charge from the FBI.

II. ORGANIZATION

Police Communications (i.e. dispatching, teletype, and complaint desk) and Records should be organized under the control of one person and placed in a centralized location within the police facilities. The communications center should be equipped with sufficient telephone lines to ensure citizens needing help speedy telephone access to the department. It should also be conspicuously located near the entrance of the police building to assist walk-in citizens who wish police attention.

In a small department the physical layout of the police building should be such that the communications operation serves as the hub of the department. Departments in cities of less than 50,000 population can usually design their facilities so that the entire inside police operation can be run by one dispatcher during slow periods. However, this involves detailed planning and design of a building to situate the Communications and Records Center in the proper position between the public area and security area of the building, in a way that will permit access to the dispatcher from both areas. In addition, the building has to be designed to include the records files in the dispatch area, the property room

adjacent to the dispatcher, and the lock-up cells with immediate access of the dispatcher. Obviously, the design of such an arrangement requires considerable imagination.

Small departments will find it possible to physically integrate communications and records within the same area; and even large departments will find it advantageous to locate Communications and Records in close proximity to each other. Small departments can use dispatchers as records clerks and thereby increase the speed with which field officers can receive information via the radio or telephone and also increase efficiency by giving the dispatcher records processing and filing functions to perform during slow periods. Even in larger police departments, records clerks and dispatchers should be given broad responsibilities and training in both communications and records functions, so people working in these areas will have a better understanding of the importance of their functions and their jobs will be more diversified and interesting.

The supervisor or director of Communications and Records should provide supervision for the personnel assigned to these staff functions during the day, and during the evening and night shifts,

this supervisory responsibility should fall to the ranking field commander.

Insofar as possible, the Communications console and the dispatch telephone should be located near the operational records files. Access to Communications and Records operations should be strictly limited to on-duty employees who are working in the area. Dutch doors and public counters should be arranged to keep unauthorized persons from having access to the files or records.

The evidence room should also be located within the same area of the Records room, although larger items such as bicycles can be tagged, logged, and then stored in a secured room elsewhere in the police building. Evidence cabinets with locks for security should be built in this area to enable officers to temporarily deposit items that they collect so that these items will be secure until they can be transferred to the departmental property room. A security box with a slot for depositing keys from evidence cabinets should be established, and the director of Communications and Records should retain the key to this security box. This arrangement means that the Communications and Records personnel are also responsible for the preservation of evidence and property

that are in custody of the police department. (See Property Control Records section for further details).

The Communications Unit should consist of sufficient personnel to perform all necessary communications and records functions twenty-four hours a day, seven days a week. As a general rule of thumb, five people are needed to man one full-time position 24 hours a day; therefore, for each 24 hour dispatcher or records position, the agency must pay five employees. These dispatchers may be either sworn personnel or non-sworn personnel. It is essential that they be well trained in receiving information and requests for service from the public and dispatching the appropriate departmental personnel as well as proficient in the operation and procedures of the basic operational records system. When no clerical personnel are available, dispatchers can be responsible for maintaining the records files and retrieving essential information for those people with the need and authority to know. This means that even though the primary responsibility for maintaining the files and retrieving information from them rests with clerical personnel, it is important that the dispatchers also be knowledgeable in the records keeping procedures and systems.

Since the dispatchers in small departments can be responsible for both the communications and records functions during the light workload periods, the clerical personnel should be assigned to work during the day and evenings when the records and filing workloads are the heaviest. The Director of Communications and Records should work during the day when there will be the most need for his presence.

The Records unit should normally be closed to citizens who request information when there are no clerical personnel available. The personnel of this unit should retrieve information for the dispatcher to relay to operational personnel. During the times when clerical personnel are available, they should assist citizens and agencies who call or come to the main desk seeking information.

The police telephone system should be designed so that there are at least two types of numbers that can be used to contact the police department--an administrative number(s) and an emergency or request for services number(s). The administrative number(s) can be used by those who simply seek information or who want to contact someone in the police headquarters. This number(s) should be manned by a receptionist or secretary rather than the dispatcher during business hours. The emergency

or request for service number(s) should be connected directly to the dispatcher for the use by those persons who are interested in requesting routine and emergency assistance from the operational personnel of the department. This arrangement should relieve the dispatchers of a large volume of the calls which they would otherwise receive.

Dispatching Responsibilities

In the past, the dispatching responsibility has been viewed as a necessary evil rather than as the vital hub of departmental activity. Immediate attention should be given to insure the dispatching function an appropriate priority in the total activities of the department. The dispatching function is vital to successful field practices. The public contacts made by the dispatcher certainly affect the overall reaction to police personnel and practices. This activity should be staffed by highly articulate police officers or capable civilians who are specifically hired for this task.

The dispatcher will serve three purposes:

1. Receipt of citizens' complaints and requests for police services.
2. Communication of appropriate operational information to field officers.
3. Initiation of basic control records.

A single dispatcher should have responsibility for an incident from receipt of a citizen complaint or request through the assignment of an officer and the clearance of the dispatched officer after handling the situation. This will place the responsibility for the efficient assignment of each call for police assistance. Mistakes, forgotten assignments, and lapses of memory will be pinpointed and usually good work becomes apparent. The only exception to this requirement will be at the change-of-watch and lunch relief times when a dispatcher has to be absent for a period of time and he is formally relieved of his responsibility.

A telephone survey should be conducted to establish an appropriate number of lines into the dispatch room. An arrangement should be established with the telephone company so that when the lines to the police dispatcher are busy or when the dispatcher is busy and cannot answer a telephone (as indicated by an excessive number of rings) the company's operator will automatically intercede and advise the caller that the police department is busy handling calls and suggest that they hold until the dispatcher is free or return the call. If the operator determines that the caller has an emergency

that must receive immediate police attention, it should be called to the attention of the dispatcher via an interruption on the line that is busy or on an emergency line that is established for that purpose.

The dispatchers who are on duty are responsible to the Director of Communications and Records or possibly an intermediate supervisor for the proper execution of his duties and responsibilities. During the absence of the supervisor, the dispatcher should exercise authority commensurate with this responsibility and be accountable to an appropriate field commander. The precise procedures of the dispatcher should be recorded in the Department Rules and Regulations. They should be followed unless the appropriate commander gives permission to depart from them. When issuing an order or assigning a field unit to answer a call, the dispatcher is acting directly for the Chief of Police, therefore; the authority of any assignment made by the dispatcher in the proper course of his duty has no direct relationship to his rank.

Every dispatcher should be given training prior to his assuming his responsibilities. This training should stress telephone courtesy as well as dispatching and records keeping duties. Dispatchers

need to be indoctrinated to the fact that when answering the telephone they will always say "City Police, may I help you please?" The entire department is often judged by the courtesy used in answering the telephone call, and it cannot afford to permit dispatchers to lapse into practicing discourtesy. It is also important that dispatchers be taught to exert every effort to satisfy the needs of citizens requesting service, assistance or information. They should be expected to explain any jurisdictional problems that prohibit the police department from responding to requests. When possible they should accept information from citizens and make proper notification of the appropriate agency or department to solve citizen problems.

One of the most important activities of the dispatcher is maintaining the control record of the entire records system--the Complaint Card (see forms section). This card is used to insure that no complaint or request for service goes unanswered. If properly filled out, it contains information that is valuable to administrative decision making. To ensure that adequate control over the field reporting every Complaint Card should be pre-numbered, and each call that a police officer (for example,

patrolman, investigator, traffic specialist, or crime prevention officer) is dispatched on should be given the complaint number at the time of dispatch. The field officer is required to submit a report concerning every call he handles. (This procedure will be discussed later).

If the preceding procedure is followed, the dispatcher will not be required to maintain a radio log of all radio broadcasts.* The reason for this is obvious--the information will be recorded on each Complaint Card. In addition, the tape recording system can be maintained. This tape will not only provide a record of the communications that occur, it will also provide useful information for developing dispatcher training programs.

When no other Communications and Records employee is on duty, the dispatcher on duty will be expected to make searches of the files and enter messages into NCIC system in response to the requests of field officers.

* FCC regulations have been modified to permit dispatchers to sign in when they assume the dispatching responsibilities and out when they turn the radio over to another person. (Section 89.175, 28 F.R. 14110 (1963)). A message by message log is no longer needed.

Record Clerk Responsibilities

Persons who are selected for the Records function should be thoroughly trained in police records arrangements. Records clerks should be expected to perform the following responsibilities:

1. Public Assistance and Information Services.

Man the police information desk and assist the public by answering their questions, providing necessary aid, accepting walk-in complaints, and processing any case requiring a police report. (If the case can be completed by the records clerk, it should be, but in some cases a patrol officer should be requested to meet the complainant at the scene). Maintain a Department Daily Bulletin. Provide assistance to dispatchers when needed (Records function should be performed by the dispatcher when clerks are not on duty).

2. Arrest and Personal Identification Records.

Maintain all identification and arrest records, central arrest ledger, identification number ledger, fingerprint files, photograph files, criminal history file, and warrant register. Also responsible

for interpretation and classification of fingerprints, developing and printing of photographs, processing and distribution of wanted notices and bulletins, updating of records involved with court dispositions (from information received from courts, court documents, and correspondence) Assist other records and dispatching personnel, assist field officers with bookings when necessary or assigned, and maintain information desk operation.

3. Record and Distribute Copies of Preliminary Reports. Review all reports to insure a case report for each Complaint Card and record on Case log. Log all cases on the complaint log. Separate preliminary investigative reports and distribute copies to the appropriate units. Maintain follow-up, tickler file.
4. Indexing and Information Retrieval (Includes all Indexes). Obtain and properly file all entries for Master Name Index; provide basic report reference index service to other records personnel and officers; prepare additional entries from

reports when initial distribution does not provide all names found in a specific report; maintain and update all indexes; perform other duties associated with the indexing process. Assist other personnel in filing and updating existing files; prepare information for summaries; proof-read, code, and key punch; provide assistance to citizens making inquiries of the department and provide information service to police officers when workload permits or requires; and relieve other employees as directed.

5. Office and Stenographic Services. When assigned, provide typing and stenographic services to other personnel of the department; provide secretarial services to the Director of Staff Services; provide mechanical and other duplication or reproduction of reports, files, and other items; perform proofreading, chart and graph preparation and reproduction; and provide other office services as directed. Assist other records personnel in filing, indexing, and information retrieval.

6. Preparation of Summary Reports. Tabulate and record all activity information for the UCR and periodic routine activity reports. Prepare special administrative reports when so directed.

Control Functions of Dispatchers and Clerks

Control is an important aspect of the functions of the Communications and Records personnel. The Complaint Number is the basic control item for police records. No dispatch is to be made without a complaint number being assigned, and no case records are to be initiated without a complaint number. After a Case Folder is filed, it is not to be removed from the file unless a record is made of who removed it, why it was removed, and the time and date it was removed. These functions provide the control to insure that all police activities are recorded and accounted for in the department.

III. FILES, FORMS & PROCEDURES

The best police records in the world are worthless if they cannot be quickly retrieved when they are needed. Therefore, the filing system of a police department determines the effectiveness of

its records. A good system will reduce expense, labor, and worry. Therefore, filing is the first topic in this chapter to which we will devote attention.

Filing Systems

There are four basic filing methods which are commonly used by a police department. They are (1) Alphabetic, (2) Numeric, (3) Geographic, and (4) Subject Matter Files. Each of these methods deserve a brief explanation.

1. Alphabetic Filing. This method is used in a telephone book. All items are recorded in order from A to Z. Its main disadvantages are:
 - (a) It does not facilitate accountability for reports,
 - (b) it makes retention and destruction schedules difficult, and
 - (c) it requires elaborate cross filing.

This method is used by police departments primarily for indexes.

2. Numeric Filing. This method involves numbering each document to be filed and ordering the documents by sequential order. It normally requires an index for the location of specific items contained within it. It facilitates the grouping of

related materials, and the development of retention and destruction schedules. This method is normally used by police departments for case, arrest, and identification files.

3. Geographic File. This method groups material by location such as states, counties, cities, or streets. The names of the locations are ordered alphabetically and the material related to each location ordered by alphabetic or numerical order. It is most frequently used by police for traffic accident indexes. It does not facilitate destruction schedules nor ease of retrieval.
4. Subject Matter Filing. This method involves grouping material related to subject matter and filing it together. The subjects are filed in alphabetic order. It is used for crime indexes. It necessitates elaborate cross indexing, does not facilitate easy retrieval, and is not susceptible to systematic destruction.

The filing method most useful to police departments and most widely utilized is numeric filing. This method is used for the three basic police filing systems of (1) Case Files, (2) Arrest Files, and

(3) Identification Files.

Case Files. The documentation and reports on situations handled by a police department must be filed by a method which will facilitate accountability, retrieval of information, and destruction schedules. Therefore, police Case Files are based on Numerical Filing methods. The ordering Complaint or Case Numbers are assigned by use of a Complaint or Dispatch card by the Dispatch. All reports related to the situation encountered by the police department are eventually around the Complaint Number in a Case Folder. Index files (e.g. name files, crime files, and location files) are used to facilitate the retrieval of specific cases. The cases themselves are filed in numerical order by Complaint Numbers.

This system has the following advantages:

1. It affords control by ensuring that each situation of a dispatcher will be entered in the police records system. No case can be removed from the system without being detected.
2. It facilitates multiple indexing so that material can be located by a variety of different indexes.

3. It groups all materials related to each individual situation or incident and makes its retrieval simple.
4. It facilitates a simple destruction procedure.

Arrest File. In Ohio, every person who is arrested or cited by the police must be logged in a permanent record. Each arrest must be controlled by a permanently assigned number. Audit responsibility for the arrest numbering system lies not only with the police agency, but also with State agencies and officials.

The Arrest Number is normally obtained when the arresting officer enters the arrested person's name, identifying data, and charge in a bound Arrest Book or Docket. However, in larger police departments the Arrest Number is assigned by the Dispatcher or Records Unit. In any event, the name of every arrested or cited person must be recorded without delay.

The Arrest Number must be recorded on the Arrest or Custody Report to which it relates. Each time a person is arrested, he will receive a new number.

If an Arrest Book or Docket is maintained, wherein the arrested persons are recorded by numerical ordering of arrest numbers, the Arrest Reports can be

filed with the Case Records in the Case File. However, where no Arrest Book is maintained, the Arrest Reports must be filed in a separate Arrest File by Arrest Number.

When an Arrest File is used, the Master Name Index should reflect both the Complaint Numbers and the Arrest Numbers of people who have contact with the police.

Identification File. Anytime an arrestee is photographed or fingerprinted, it is necessary to develop a folder containing any identification information which has been developed. In order to reduce the work involved in duplicating a new identification folder each time new information about a person is obtained or a person is re-arrested, and to establish an efficient destruction system for Identification records, identification records should be organized and filed numerically.

An Identification Number is issued from an Identification Ledger for each person who is fingerprinted or photographed. An individual should have only one Identification Number, regardless of the number of times he has been arrested. All fingerprints and mug shots should be identified with the Identification Number of the person from whom they were taken.

The Identification Records of each individual should be grouped around the person's Identification Number. Any requests for records information and copies of the responses should also be filed with the person's Identification Records.

The individual identification records should be filed in numerical order by the Identification Numbers. Retrieval of these records is made possible by the Master Name Index file. This means that the Identification Number must be recorded on the appropriate Master Name Index Card.

Since the identification number is personalized for each individual, and stays with him a lifetime, it provides an effective personal history file on each individual and makes subsequent searches easier.

Indexing Case, Arrest, and Identification Files.

As previously mentioned, the basic unifying index for police records is the Master Name Index. Each Master Name Index Card should contain the appropriate Complaint Numbers, Arrest Numbers, and Identification Number for the person named on the card. However, the Numeric Filing system used for the Case, Arrest, and Identification Records facilitates an endless variety of additional indexes.

The most frequently utilized indexes are (1) Crime Index, (2) Incident Location Index, (3) Stolen Property Index, and (4) Accident Location Index. Although the number and type of indexes that can be used is limited only by one's imagination, a police department must constantly evaluate the cost-effectiveness of each index. The manpower investment that must be made to the maintenance of such a system is often too great for the return for the department.

FORMS

The recording of data to be stored in the Records system of a police department is felt to be facilitated by the use of standardized forms. There are a few forms that are considered to be essential to the operation of a police agency. They include (1) Complaint (or Dispatch) Card, (2) Daily Activity Report, (3) Incident Report, (4) Accident Report, (5) Supplementary Report, (6) Arrest Report, and (7) Master Name Index Card.

Complaint Card. The Complaint Card (Form 1) is initiated by the Dispatcher anytime a citizen requests police service or anytime a police officer handles a situation or incident. For maximum control

these cards are pre-numbered and they serve as control documents (often face sheets) to ensure that field officers initiate appropriate reports on each situation. All other documents related to a situation or incident are grouped around this control or Complaint Number in the Case File.

Activity Report. The Activity Report (Form 2) is normally maintained by each patrol, traffic, investigative and juvenile officer while he is on duty. It is designed to provide a total accounting of the way each police unit spends its time. It provides one form for miscellaneous information concerning an officers work, equipment, overtime, and comments for which no other records are available. Information from this log is used for administrative decisions, related to manpower allocation, job descriptions, and equipment needs. In addition, it will be crucial to justifying manpower and budgetary requests.

It should be kept in such a manner that it will accurately reflect all his activities during the time that he is on duty. Times and locations of dispatches, services rendered, buildings and businesses checked, reports written, case numbers used, etc. will be accurately recorded on this log.

COMPLAINT NO		COMPLAINT		ASST. NO.		DISP NO		DATE AND TIME RECEIVED	
1-6		DNA		DNA		DNA			
LOCATION OF COMPLAINT									
HOUSE NO	ST. NAME	ST. TYPE	FL, RM, ETC	INTERSECTING ST		ST TYPE			
7-10		11-22	23-24	DNA		25-36		37-38	
COMPLAINANT'S NAME		PHONE NO.		RADIO CODE		COMPLAINT CODE			
DNA		DNA		DNA		29-42		69-72	
INCIDENT CODE	DISP CODE	CAR NO. 1	CAR NO. 2	CAR CR FT		CAR NO. 3		TIME ARRIVED	
43-46	47-49	50-52	53-55	56		57-59			
DETAILS:						EXT		73-75	
								TIME CLEARED	
								7-80	

CPI-6510

		NUMBER					
	KEY	OFFICER			SHIFT		
Initial Investigations	10	<input type="checkbox"/>			<input type="checkbox"/>		
Follow-Up Investigation							
Felony Arrest		<input type="checkbox"/> On View	<input type="checkbox"/> Not	<input type="checkbox"/> On View	<input type="checkbox"/> Not		
MISD. Arrest		<input type="checkbox"/> On View	<input type="checkbox"/> Not	<input type="checkbox"/> On View	<input type="checkbox"/> Not		
Persons Investigated							
Vehicles Investigated	5	<input type="checkbox"/>			<input type="checkbox"/>		
Interviews							
Number of Property Insp.							
Open Doors & Windows							
Traffic Citations							
Parking Summons	3	<input type="checkbox"/>			<input type="checkbox"/>		
Vehicle Accidents Investigated							
Fixed Post		<input type="checkbox"/> PD	<input type="checkbox"/> PI	<input type="checkbox"/> F	<input type="checkbox"/> PD	<input type="checkbox"/> PI	<input type="checkbox"/> F
Vehicle Impound							
Vehicle No.							
Ending Miles							
Starting Miles							
Total Miles							
COMMENTS:							

The officers and their supervisor should be held responsible for insuring the completeness and accuracy of the information contained on this form.

All sections of this report must be printed concisely and accurately in ball point ink. The following information is to be recorded before the officer begins his daily duties:

1. Name: Name of ranking officer first. Name of second officer (if one) second.
2. Assignment: Patrol area or investigative assignment.
3. Date: Record day/month/year (e.g. 10/3/73 is the 10th day of March, 1973).
4. Shift Hours: Use 24 hour clock to record the time (e.g. 0800 to 1600 means 8 a.m. to 4 p.m.).
5. Portable Radio No.: Record serial number of personal radio, if applicable. If no personal radio is checked out, write N/A. (Not Applicable).
6. Briefing Notes: Record important information obtained during the briefing before assuming duty. The information recorded is at the discretion of the Police Unit.

7. Vehicle No.: The number of the vehicle used by the unit is to be recorded here.
8. Starting Miles: The odometer miles at the time the officer starts his tour should be recorded here before he starts his tour of duty.

During the unit's tour of duty, a running record should be maintained by each police unit. These activities should be recorded in the space marked "Description of Officer Activity".

The following guidelines apply to these entries:

1. From: The time the activity was started (e.g. 1400 for 2 p.m., 1530 for 3:30 p.m. etc.)
2. To: The time the activity was completed and a new activity started.
3. Key: This space is to code the activity. The Code used is reflected in the Summary section on the back of the report (e.g. Key 1 = patrol, Key 2 = Desk duty, Key 3 = Traffic Enforcement, Key 4 = Court Time, etc.).
4. Description of Activity: A running account of all activity carried on by a police unit must be recorded under this category. This

includes (1) activities which are assigned to the unit by the dispatch, (2) activities initiated by the unit (e.g. traffic citations, field interview, general patrol, door checks, etc.), (3) clerical tasks (e.g. write reports, prepare activity log, etc.), (4) time spent on equipment repair, and (5) all other activities.

All of these activities taken together will total the amount of time each officer spends on duty. All Complaint Numbers, Arrest Numbers, and citation numbers have to be contained in this area.

The rear of the report form contains space for summarizing the data recorded in the "Description of Officer Activity" section. The Police Unit summarizes their activities in the "Officer" column. The "shift" column is to be completed only by the Shift Commander to give a complete summary of all his personnel's activities.

The left side of the page is designed to reflect the total time each unit spends on each activity and the total time worked. The specific activities are self-explanatory. Total time, required time, and total overtime should be reflected in the appropriate spaces.

The right side of the report should be devoted to the total number of activities performed by each Police unit and the shift. The "Felony Arrest" and "Misdemeanor Arrest" should be further broken down into "On View" and "not" on view. "Accidents" must be broken down into total property damage (PD), personal injury (PI), and fatal (F) accidents. Each accident is recorded in only one category.

The ending miles and total miles must be recorded in the appropriate spaces.

Comments that officers wish to make related to their activities, equipment, or procedures should be entered in the "COMMENTS" space. This space should be used to call information to the attention of supervisors or higher level personnel, or to record information that may be important but not recorded elsewhere.

All in a police unit should sign in the "Signature" space. This signature is an acknowledgment of the accuracy of the information on the report.

The supervisor reviews each report and signs in the "Approved" space if he is confident of the completeness and accuracy of the information contained on the report. After the data is summarized, these reports are filed in a chronological file by date and time.

Incident Report. The Incident Report forms (Form 3) are used to record the actions, information, and investigations related to situations and incidents handled by patrol officers. This normally includes Part I through Part V police activities. Automobile and suspicious deaths such as suicide, minor violations of ordinances, and non-criminal matters such as domestic disputes can also be reported on this form. The specific types of situations that should be reported on the Incident Report are:

1. Crime against Property: any crime attempted or committed against property, including animals; except cases of strictly motor vehicle accident. The major types of this category are:
 - A. Burglary - Breaking and Entering
 - B. Larceny - Theft - stolen bicycle
 - C. Auto Theft
 - D. Fraud and Embezzlement
 - E. Destruction of Property
 - F. Recovery of stolen or abandoned autos and other property
 - G. Other incidents involving property.

INCIDENT REPORT

1. Incident						2. Reported By			3. Address			Related		Number	
5. How Reported Phone <input type="checkbox"/> Radio <input type="checkbox"/> Citizen <input type="checkbox"/> On View <input type="checkbox"/> Other <input type="checkbox"/>						6. Time Rec'd		7. Date Rec'd		8. Rec'd By		9. Officer Assign DOB Month Day Year			
10. Place Occurred			11. Occurred Between			12. Time		13. Date		14. and		15. Time		16. Date	
17. Weapon Gun <input type="checkbox"/> Knife <input type="checkbox"/> Other <input type="checkbox"/>															
18. Name No. 1						19. DOB Month Day Year			20. Name No. 2			21. DOB Month Day Year			
22. Home Address						23. Phone			24. Home Address			25. Phone			
26. Business Address						27. Business Phone			28. Business Address			29. Business Phone			
30. Name No. 1						31. DOB Month Day Year		32. Sex		33. Race		34. Ht.		35. Wt.	
36. Build						37. Comp.		38. Eyes							
39. Address						40. Hair		41. Mustache-Beard-Hair Style				42. Glasses Yes No		43. Carrying	
44. Phone			45. Occupation			46. Marks-Scars-Deformities						47. How Dressed			
48. Vehicle Used: Yes No			49. Year		50. Make		51. Body Style		52. License No.		53. State		54. Color		
55. Name No. 2						56. DOB Month Day Year		57. Sex		58. Race		59. Ht.		60. Wt.	
61. Build						62. Comp.		63. Eyes							
64. Address						65. Hair		66. Mustache-Beard-Hair Style				67. Glasses Yes No		68. Carrying	
69. Phone			70. Occupation			71. Marks-Scars-Deformities						72. How Dressed			
73. Vehicle Used: Yes No			74. Year		75. Make		76. Body Style		77. License No.		78. State		79. Color		
80. Other															
81. ITEM #1						82. Make: Brand:			83. License Number:			84. Year Model			
85. Body: Type:						86. SERIAL No. V.I.N. No.			87. Color			88. Value			
89. Markings						90. Size			91. Contents						
92. Other															
93. ITEM #2						94. Make: Brand:			95. License Number:			96. Year			
97. Bo Type:						98. SERIAL No. V.I.N. No.			99. Color			100. Value			
101. Markings						102. Size			103. Contents						
104. Premises or Vehicle Locked? Yes No						105. Evidence Stored: Bin #			Locker #						

106. NARRATIVE

APPROVED BY:						INVESTIGATED BY:					
--------------	--	--	--	--	--	------------------	--	--	--	--	--

No. of Pages _____

2. Crime against Persons: any crime attempted or committed against the person. The major types of this category are:
 - A. Homicide - DOA's and other deaths excluding traffic
 - B. Rape - forcible and statutory
 - C. Robbery - Armed and Unarmed
 - D. Assaults - all types
 - E. Other Sex Offenses - Exposure, molesting, peeping toms, adultery, lewd phone calls, fornication, etc.
 - F. Animal bites
3. Miscellaneous Activity: This includes reporting of the following types of incidents.
 - A. Investigation and activities at the scene of prowler calls.
 - B. Domestic, business or neighborhood disturbances.
 - C. Hot rodders and other disturbances caused by motor vehicles.
 - D. Injuries not received by vehicle or assault (excluding traffic accidents)
 - E. Crime against public decency.
 - (1) Drunks
 - (2) Vagrants
 - (3) Others

F. Report of activities as the back-up
or assisting officer.

G. Reporting special information.

- (1) Defective roadway
- (2) Traffic Control Devices
- (3) Others

H. Juvenile cases

- (1) Truancy
- (2) Dependency
- (3) Incurrigibility
- (4) Violation of probation

I. Contributing to or for delinquency

J. Bigamy.

4. Missing Persons: This includes any complaint about missing persons including run-away juveniles.

Supplementary Report. In those instances where the Incident Report Form is not sufficient for recording all of the information related to a case involving one of the preceding categories, the Supplementary Report form (Form 4) should be used and attached to the Incident Report. The Supplementary Report is to be used as a continuation report. It provides additional space to record further details of the investigation, evidence, names of witnesses, suspects, etc. which require more space than allocated on the Incident Report Form.

SUPPLEMENT REPORT

1. Related

12. Number

3. Incident

4. Officer Assigned

5. Date

6. Time

APPROVED BY:

INVESTIGATED BY:

The Supplementary Report will also be used in follow-up investigation or to report additional information.

Accident Report. The Motor Vehicle Accident Report form (Form 5) will be utilized to record information about motor vehicle accidents which must be reported by law. Supplementary Reports may be used for follow-up and additional information related to accidents.

The Accident Report form is required by the Ohio Department of Motor Vehicles. Once completed, State law requires the investigating officer to provide the State with a copy.

Accident Reports should be assigned Case Numbers and filed with other Incident Reports in the Case File. All names on Accident Report should be recorded in the Master Name Index so that reports can be located. It is also practice to have a Geographic Index which will provide information concerning the locations where accidents occur.

The Supplementary Report Form is also used to record additional details or information when the Accident Form does not provide sufficient space.

REPORT NO.

For State Use Only

OH

STREET ADDRESS (HOUSE, BUSINESS, OR OTHER)

LOCATION OF INTERSECTION WITH

MILES

W N E

OF

MILEPOST, JUNCTION, INTERSECTION, BRIDGE, ETC.

PHOTO HERE

ADDRESS - NUMBER STREET		CITY		STATE		PHONE		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NORMAL <input type="checkbox"/> DRINKING <input type="checkbox"/> INTOXICATED <input type="checkbox"/> ILL OTHER		<input type="checkbox"/> KILLED <input type="checkbox"/> VISIBLE INJ. <input type="checkbox"/> CLAIMED INJ. <input type="checkbox"/> NO CLAIMED INJ.	
OPERATOR LICENSE NO.		STATE		SOCIAL SECURITY NUMBER		EMER. SQUAD OR HOSPITAL							
OWNER - LAST		FIRST		MIDDLE		For State Use Only							
ADDRESS - NUMBER STREET		CITY		STATE		PHONE							
VEHICLE YEAR		MAKE		MODEL		COLOR		LIC. NO.		STATE		PLATE NO. & TYPE	
<input type="checkbox"/> DRIVEN <input type="checkbox"/> HAULED		NAME OF WRECKER		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF COMPANY							
PARTS OF VEHICLE DAMAGED													
												<input type="checkbox"/> DAMAGE \$100 OR LESS <input type="checkbox"/> DAMAGE MORE THAN \$100	

ADDRESS - NUMBER STREET		CITY		STATE		PHONE		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NORMAL <input type="checkbox"/> DRINKING <input type="checkbox"/> INTOXICATED <input type="checkbox"/> ILL OTHER		<input type="checkbox"/> KILLED <input type="checkbox"/> VISIBLE INJ. <input type="checkbox"/> CLAIMED INJ. <input type="checkbox"/> NO CLAIMED INJ.	
OPERATOR LICENSE NO.		STATE		SOCIAL SECURITY NUMBER		EMER. SQUAD OR HOSPITAL							
OWNER - LAST		FIRST		MIDDLE		For State Use Only							
ADDRESS - NUMBER STREET		CITY		STATE		PHONE							
VEHICLE YEAR		MAKE		MODEL		COLOR		LIC. NO.		STATE		PLATE NO. & TYPE	
<input type="checkbox"/> DRIVEN <input type="checkbox"/> HAULED		NAME OF WRECKER		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF COMPANY							
PARTS OF VEHICLE OR PROPERTY DAMAGED													
												<input type="checkbox"/> DAMAGE \$100 OR LESS <input type="checkbox"/> DAMAGE MORE THAN \$100	

ADDRESS - NUMBER STREET		CITY		STATE		PHONE		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NORMAL <input type="checkbox"/> DRINKING <input type="checkbox"/> INTOXICATED <input type="checkbox"/> ILL OTHER		<input type="checkbox"/> KILLED <input type="checkbox"/> VISIBLE INJ. <input type="checkbox"/> CLAIMED INJ. <input type="checkbox"/> NO CLAIMED INJ.	
OPERATOR LICENSE NO.		STATE		SOCIAL SECURITY NUMBER		EMER. SQUAD OR HOSPITAL							
OWNER - LAST		FIRST		MIDDLE		For State Use Only							
ADDRESS - NUMBER STREET		CITY		STATE		PHONE							
VEHICLE YEAR		MAKE		MODEL		COLOR		LIC. NO.		STATE		PLATE NO. & TYPE	
<input type="checkbox"/> DRIVEN <input type="checkbox"/> HAULED		NAME OF WRECKER		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF COMPANY							
PARTS OF VEHICLE OR PROPERTY DAMAGED													
												<input type="checkbox"/> DAMAGE \$100 OR LESS <input type="checkbox"/> DAMAGE MORE THAN \$100	

ADDRESS - NUMBER STREET		CITY		STATE		PHONE		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NORMAL <input type="checkbox"/> DRINKING <input type="checkbox"/> INTOXICATED <input type="checkbox"/> ILL OTHER		<input type="checkbox"/> KILLED <input type="checkbox"/> VISIBLE INJ. <input type="checkbox"/> CLAIMED INJ. <input type="checkbox"/> NO CLAIMED INJ.	
OPERATOR LICENSE NO.		STATE		SOCIAL SECURITY NUMBER		EMER. SQUAD OR HOSPITAL							
OWNER - LAST		FIRST		MIDDLE		For State Use Only							
ADDRESS - NUMBER STREET		CITY		STATE		PHONE							
VEHICLE YEAR		MAKE		MODEL		COLOR		LIC. NO.		STATE		PLATE NO. & TYPE	
<input type="checkbox"/> DRIVEN <input type="checkbox"/> HAULED		NAME OF WRECKER		<input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF COMPANY							
PARTS OF VEHICLE OR PROPERTY DAMAGED													
												<input type="checkbox"/> DAMAGE \$100 OR LESS <input type="checkbox"/> DAMAGE MORE THAN \$100	

CITY CODE

CRASH OR CODE NUMBER

OFFICER'S SIGNATURE

CRASH NUMBER

STATE CODE

CRASH OR CODE NUMBER

CITY CODE

CRASH OR CODE NUMBER

Arrest Report. All arrests have to be reported; therefore, an Arrest Report (Form 6) is a basic police document. This form contains information concerning the arrested person, the time and location of the arrest, and the circumstances of the incidents leading to the arrest. It is prepared by the arresting officer. A separate Arrest Report must be initiated on each person arrested.

The Arrest Report form will be used to record the information on any person (adult or juvenile) arrested or taken into the custody of the Police Bureau for incarceration or safekeeping, with the exception of mental commitments which will be reported on the Incident Report form.

Persons arrested and released on a citation in lieu of custody are deemed to have been arrested, and will be reported on the Arrest Report form.

A separate report must be submitted for each person apprehended.

Adult Arrests:

The reporting officer will complete the top portion of the report in duplicate through #38 and will furnish the duplicate copy to the patrol wagon or jail booking desk. The remainder of the report may then be completed at the reporting officer's convenience.

Check the appropriate box in the upper left corner of the report to differentiate between an adult arrest or juvenile custody situation.

- 1-2. Date and time the report is written.
- 3-4. Exact week day, date and time of arrest or detention.
5. Exact street address where the arrest or custody was effected. If in front of or adjacent to an exact address, so indicate. If it is necessary to use a street location only, list the street, which side, and the nearest cross street. Example W. side SE 82nd Powell.
6. Leave blank.
7. The last name, first name and middle name (if known) of the person taken into custody.
8. The present or last known residence address of the person in #7.
9. The residence phone (if known) of the person in #7.
10. Enter the true name of the person in #7 if different.
11. Enter the nickname or "street name" of the person in #7.
14. Enter the sex, race and date of birth of the person in #7.
18. Enter the height, weight, hair color and style and eye color of person in #7.
19. Enter any visible scars, marks, tattoos or deformities of person in #7.
20. Enter the normal occupation of the person in #7. If student, indicate grade or status.
21. Enter the business address, (or the name of the school the juvenile attends) of the person in #7.
27. Enter the identifying numbers of the person in #7 if available.
28. Enter any signs of illness or injury. Add a notation for subject to be checked through emergency hospital if appropriate.
29. Enter the name of the doctor who examined the subject.
30. Enter the commonly accepted terminology for the charge upon which the person was taken into custody. If the detention results from a warrant or citation, enter the warrant or citation number. Check the appropriate box, local or state charge.
31. Same information as #30 if a secondary charge is used. Other additional charges will be entered as the first item in the details section of the report.
32. Applies to charge #1, listed in box #30. Enter the amount of bail set on adult arrests only. If recogged, enter "recog". For juvenile detentions, enter "N/A".
33. Applies to charge #1 listed in box #30. Enter the court appearance date and time on all adult arrests. For juvenile detentions, leave blank.
34. Applies to charge #2, listed in box #31. Enter the amount of bail set on adult arrests only. If recogged, enter "recog". For juvenile detentions, enter "N/A".
35. Applies to charge #2 listed in box #31. Enter the court appearance date and time on all adult arrests. For juvenile detentions, leave blank.
36. Enter the name of the superior officer who reviewed the arrest.
37. Enter the appropriate holding authority: city jail or other detention facility for adults, WPD, juvenile division, JDI, school, parents for juveniles.
38. Enter the citation number if the person in #7 has been issued a citation in lieu of custody. In all other situations enter "N/A".
39. (Juvenile only) Enter name of father, or other male having official guardianship, of person listed in #7. If relationship is other than true parent, so indicate.
40. (Juvenile only) Enter residence address for person in #39.
41. (Juvenile only) Enter residence phone for person in #39.
42. (Juvenile only) Enter the date and time notification was made to the persons named in boxes #39 and #43.
43. (Juvenile only) Enter name of mother, or other female having official guardianship of person in #7. If relationship is other than true parent, so indicate.
44. (Juvenile only) Enter residence address for person in #43.
45. (Juvenile only) Enter residence phone for person in #43.
46. (Juvenile only) Enter the name of the official who notified the parents or guardians of the juvenile's detention.
- 47-52. (Adult arrest only) If applicable, obtain the signature of the person making the citizen's arrest. This person's full name, sex, race, date of birth, address and telephone number will be entered.

Box #47 (signature of private complainant) will be completed if appropriate.

Juvenile Custody:

The reporting officer will complete the Arrest Report in its entirety prior to delivering the juvenile to the holding authority. In the event the juvenile is released by the reporting officer to the custody of their parents, he may complete the report at his convenience. If the juvenile is detained in custody, the reporting officer will complete the Arrest Report, and deliver it to the detention authority. The original of his report will then be submitted through normal channels.

If the Arrest Report is related to and submitted as an accompanying report to an Incident Report, all information pertinent to the arrest will be reported on the Incident Report. It is not necessary to repeat the details of the arrest in the Arrest Report. If the arresting officer desires, he may enter a short re-cap of the facts surrounding the arrest on the Arrest Report.

Master Name Index Card. The Master Name Index (MNI) Card (Form 7) will be initiated by Records Clerks prior to the filing of Case, Arrest, and Identification Records. A MNI Card will be prepared for each name appearing on any police

(F7)

1. COMPLAINANT		2. S/P/D/OB		3. CASE NUMBER	
4. COMPLAINANT'S ADDRESS		CITY		5. RESIDENCE PHONE	
6. COMPLAINT AS REPORTED			7. COMPLAINT AS VERIFIED		
8. LOCATION OF COMPLAINT			9. BEAT OF OCCUR.	10. TAD. DISTRICT	11. REPORTING UNIT
12. VICTIM (FIRST NAME IF NOT PERSON)			14. S/P/D/OB		15. RESIDENCE PHONE
16. VICTIM'S ADDRESS			CITY		17. BUSINESS PHONE
18. DATE OF "RAE"			19. DATE/TIME REPORTED		
20. NO. OF OFFENDERS	21. NO. OF ARRESTS	22. PROP. RECOVERED	23. PROP. HOLD.	24. PHOTOS TAKEN <input type="checkbox"/> YES <input type="checkbox"/> NO	

record and the Card shall refer to the Case File Number wherein the name is contained. It is essential for filing purposes that each card in the NMI file contain the complete, proper name of the subject, his date of birth, and the Case Number of the case in which the person was involved.

The MNI card should be maintained alphabetically and should contain the names of all persons and organizations recorded on police reports. This requirement will serve to identify the proper report in response to inquiries.

Report Processing

To guarantee the reporting of all police activities and the efficient processing of the reports and data, a police department must have appropriate guidelines which are conscientiously observed. The most common method of presenting these guidelines is through the use of a Records Manual, and systematic monitoring of reporting and processing practices of departmental personnel. Without such controls, police personnel often fail to follow the exacting standards required by a police operation.

The following is a summary of the responsibilities and activities (also see Operational Records Process Chart) which must be dealt with in the procedural section of such a manual.

I. Dispatcher

- A. Receives request for or notification of police action.
 - 1. Telephone
 - 2. From citizen at desk
 - 3. From field officer
- B. Initiates prenumbered Complaint Card
 - 1. Fills card out as completely as possible
 - 2. Assigns dispatch priority
- C. Time stamps dispatch card to indicate time call was received.
- D. Dispatches appropriate person (patrolman, detective, traffic, etc.)
 - 1. Communicates necessary information about case
 - 2. Communicates case number
- E. Stamps dispatch card with appropriate time.
 - 1. Dispatch time
 - 2. Officer arrival time
 - 3. Officer in-service time (after officer completes assignment).

F. Returns dispatch cards to Records Clerk.

II. Field Officer

A. Maintains activity log.

1. Records miscellaneous information (e.g. name, vehicle no., radio number)
2. Records all his actions whether self-initiated or assigned.
3. Records Case Numbers and Arrest Numbers.
4. Completes summary of activity at end of each tour of duty.
5. Notes information about his activity or vehicle which should be recorded.

B. Records dispatch information on activity log.

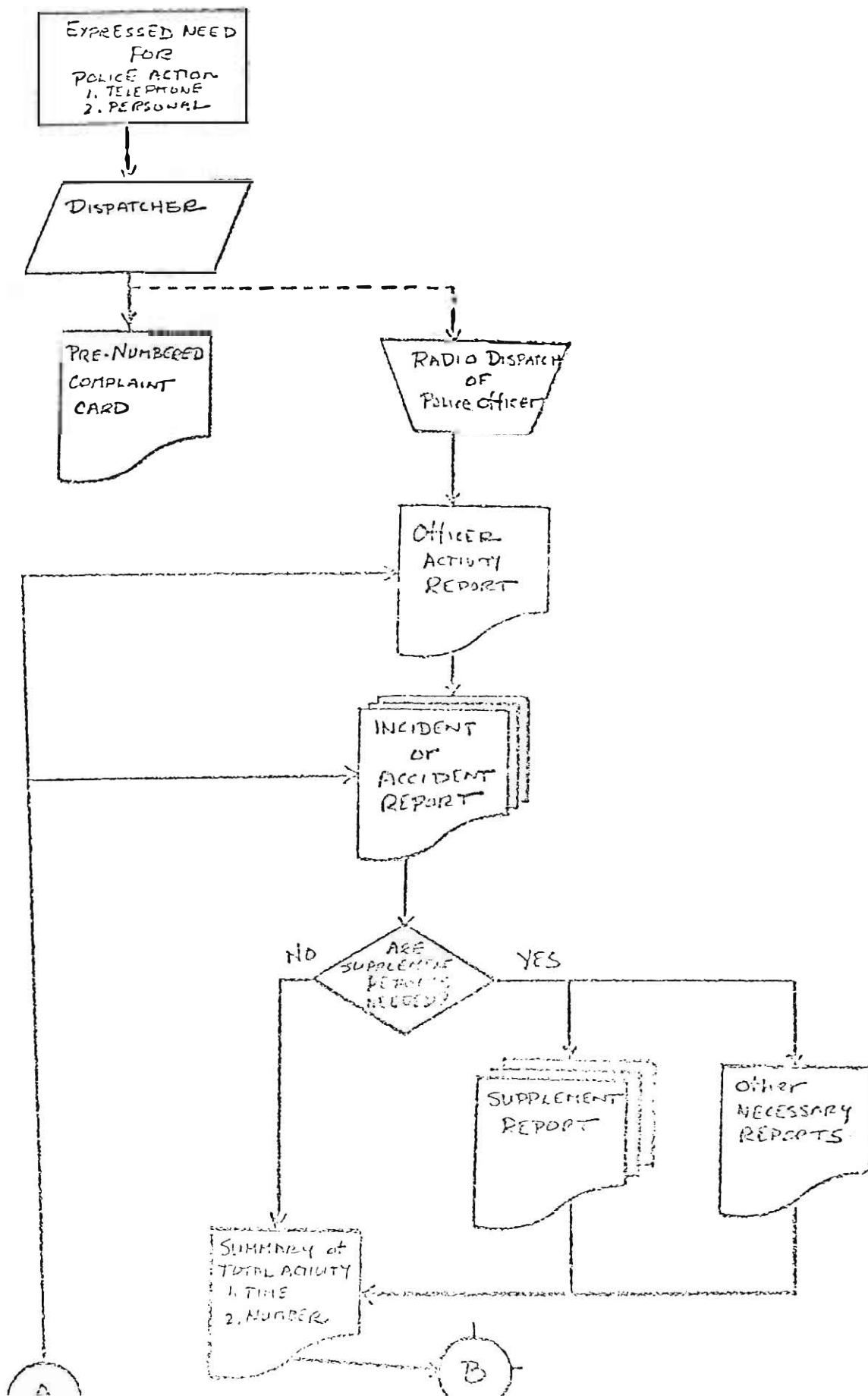
1. Time
2. Case Number
3. Type of incident
4. Location of incident
5. Name of complainant or person to be contacted.

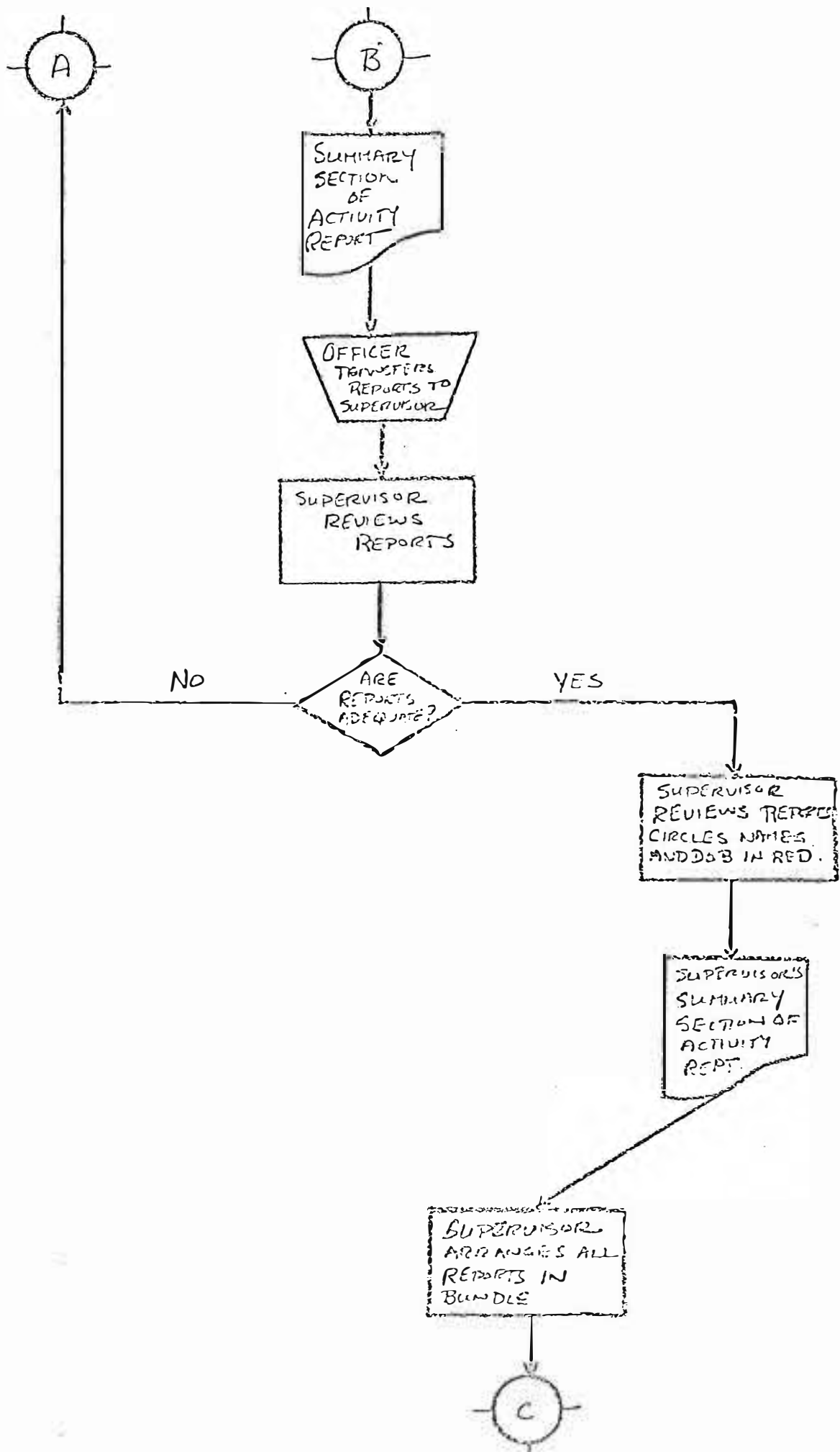
- C. Prepares incident and related reports.
 - 1. Based on information he obtains
 - 2. Numbers incident or accident report and all related documents with the Case Number assigned by the dispatcher
 - 3. Provide enough complete information for follow-up.
- D. Requests a case number for all self-initiated reports.
 - 1. Includes arrests, towed vehicles, lost children, etc.
 - 2. Excludes traffic citations and field interrogation cards.
- E. Compiles activity report and all other reports and turns them over to his supervisor.
 - 1. Every dispatch must have at least an Incident Report.
 - 2. Copies of arrest reports must be included in with other reports related to each case.

III. Field Supervisor

- A. Collects all reports from his subordinates.

OPERATIONAL RECORDS PROCESS





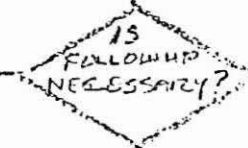


BUNDLE GIVEN
TO
DISPATCHER

DISPATCHER
ATTACHES COM-
PLAINT FORMS AND
HOLDS FOR FILING

RECORDS CLERK
INITIATES COMPLAINT
LOG & SORTS
RECORDS.

NO



YES

ARRANGE ALL
REPORTS BY
COMPLAINT NO.
IN CASE FILES.

REMOVES INFO.
FOR SUMMARY
REPORTS AND
INDEXES.

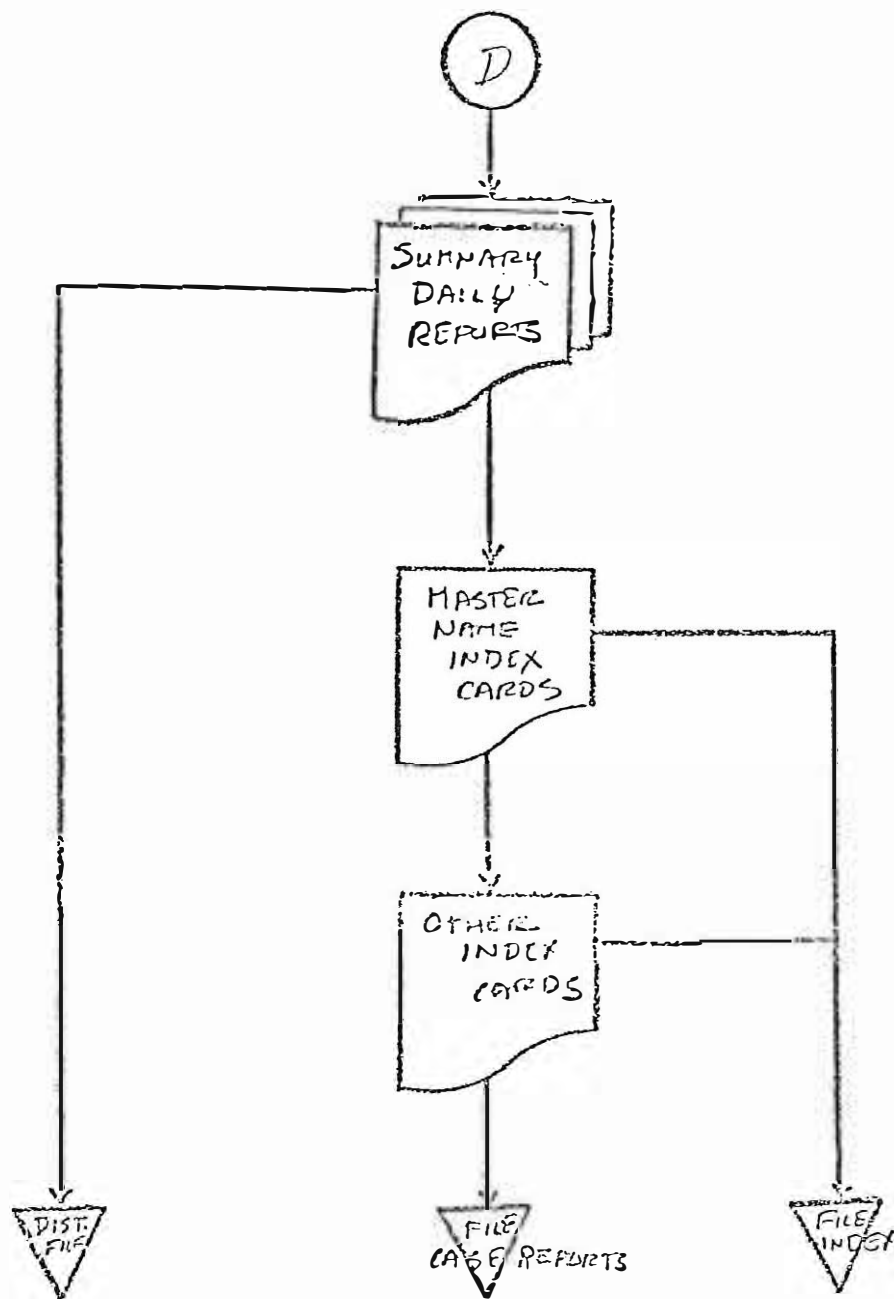
ENTRY IN
TICKLER FILE

COPIES TO
APPROPRIATE
FOLLOW-UP
UNITS

ASSIGNMENT,
AND FOLLOW-
UP ACTIVITY

SUPPLEMENT
REPORTS





1. Dispatch cards
 2. Completed reports from his subordinates
 3. Separates activity log from case records.
- B. Accounts for records on all dispatches.
1. Matches dispatch cards with patrol reports
 2. Orders matched reports by case number
- C. Reviews reports for accuracy, completeness, and indexing.
1. Returns unacceptable reports to writer for reworking
 2. Circles all names, dates of birth, and addresses on all dispatch cards and case records with red pencil.
- D. Checks crime classification to insure its consistency with the Uniform Crime Reporting definitions.
- E. Record and tabulate his own and his officer's activity on his activity log (supervisor's totals in "officer" column and total of subordinates and his own in "shift" column).

- F. Compile all reports that he and his subordinates have completed into an orderly collection and turn them over to his force commander.
- G. Separates case reports and activity reports.
- H. Accounts for all case reports by arranging them in sequential case number.
- I. Places complete reports of his subordinates in designated place for processing by Records Section.

IV. Records Clerk

- A. Separates Case and Activity Reports.
- B. Accounts for Case Reports by arranging them in numerical order.
- C. Logs all case reports by case number on the incident register.
- D. Logs Arrest Reports in Arrest Log by numerical order.
- E. Checks classification of reports.
- F. Prepares summary reports from Case Logs, Activity Reports and Arrest Logs.
- G. Files Activity Reports in Numerical (date) file.

- H. Separates reports and distributes for information and follow-up.
 - 1. Assigns a Detective Number (D#), Juvenile Number (J#), or Intelligence Number (I#) to cases assigned for follow-up.
 - 2. Initiates tickler file for follow-up report.
- I. Initiates master name index (and other index cards) on each name carried on a record (those circled in red pencil).
- J. Files master name index cards in indexing files.
- K. Place records into the case file in appropriate order.
- L. Retrieves information in response to requests from the department personnel, other agencies, and citizens.
- M. Prepare copies of cases when they are needed.
- N. Microfilm and prepare records for destruction in accordance with the schedule.

IV. PROPERTY CONTROL RECORDS

Proper management of found, recovered, or seized property is one of the most critical responsibilities of a law enforcement agency. Any suspicion or accusation of mismanagement is extremely costly to professional standing as well as effective community relations, and must be avoided. A systematic procedure is necessary to insure absolute control and observance of legal requirements for disposal of evidence and property.

The definition of property as used in this section is meant to include:

1. Evidence
2. Recovered property
3. Found property

Responsibility

Every department, regardless of size, should have a designated property officer or property clerk. This position may also be assigned other communications and records functions. This person should normally be available during the day shift for convenience of distribution of the property to its owners, for presentation in court, or other disposition as required by normal police procedures.

Security and Procedures

Lockers should be provided to receive property during those hours the property officer is not on duty. The lockers need to offer security and should be of various sizes to permit placement of items normally found or seized. The lockers must be secured by a locking device. The device may be as simple as a padlock which can be snapped shut when the property has been deposited. To prove chain of evidence, only the property officer and perhaps one command officer should retain keys to withdraw the items.

Special arrangements must be made for storage of large quantities of property as well as large items such as automobiles or bicycles, but records and security provided must be no less specific and exacting.

All evidence needs to be marked for possible identification in court. In addition, all evidence or found property must be tagged upon deposit in evidence lockers. The tags should be pre-numbered and available at the holding lockers so the officer may select the next tag number in chronological order. Location of storage of the property, by identification tag number, should appear in the case report.

When depositing the property in the holding locker, a Property Control form (Form 8) should be initiated. This form should remain as a permanent record at least until all possible court action and potential appeals are final. A sample of such a control form is presented at the end of this section.

The Control Form should be retained in a suitable binder to form a Property Control Book.

Upon arrival for duty, the property officer should check the holding lockers, inspect any property received for correct tagging, and initiate processing for evidence when so indicated.

When items are transferred to the property room, they should be placed in bags whenever practical. This prevents accidental loss of small items and makes retrieval easier. Clear plastic bags are ideal because of visibility. A Property Identification Tag (Form 9) should be initiated and wired to the bag. If more than one bag is required, corresponding bags should carry the same tag number with the statement that this is one of "X" number.

POLICE DEPARTMENT

PROPERTY CONTROL FORM

Type of Case _____ Case No. _____
Identification Tag No. _____ Location of Storage _____

Name of Owner, finder, defendant _____

Address _____ Phone _____

Property taken into custody: Time _____ Date _____

Placed in holding locker: Time _____ Date _____

Description of property (be complete):

Process for evidence (be specific)

Officer's Signature _____ Shift Commander _____

Received from _____ Time _____ Date _____
Transferred to property room: Time _____ Date _____ By _____

1. Released to _____ Reason _____
By _____ Time _____ Date _____
Returned to _____ By _____ Time _____ Date _____
2. Released to _____ Reason _____
By _____ Time _____ Date _____
Returned to _____ By _____ Time _____ Date _____
3. Released to _____ Reason _____
By _____ Time _____ Date _____
Returned to _____ By _____ Time _____ Date _____

Disposition:

1. Returned to: Owner () Finder () Time _____ Date _____
Name _____ Authorized by _____
Address _____ By _____
2. Destroyed: Time _____ Date _____ By _____
3. Sold at auction: Date _____

(F9)

Sample Property Tag

Property Tag Tag # _____

☐ Evidence
☐ Rec'd Property
☐ Found Property

Details _____

Owner, Finder, Defendant _____

Case No. _____ No. pieces _____

Officer _____ Date _____

To insure that all property which comes into the custody of the police department is properly secured and that in the handling of evidence the chain of possession is not broken, written policy and comprehensive procedure for processing and controlling of such property should be developed and published.

Conclusion

Records and procedures related to property and evidence under the control of police are the weakest link in many police records systems. The laws concerning police responsibility for items of this type are specific; the officer who receives the item is responsible. If continuous custody cannot be proven by the police, evidence will not be admitted in trials.

Police officers who do not follow specific procedures in the preservation and maintenance of found property and evidence may be guilty of a crime. Therefore, it is encumberant on every police Chief to establish a property records system that will protect evidence, property, police officers and the police department.

The following is a summary of the basic characteristics of a sound property records system.

1. Assign the responsibility for the supervision of the property control function to one member of the department.
2. Develop and issue written directives covering all aspects of property management, control and disposal.
3. Adopt a system whereby all incoming property is received, tagged, and stored in one secure location.
4. Design and adopt a Property Control Form or log for recording and describing property received. (See illustration).
5. Require persons removing property from the property room for any reason to sign the Property Control form.
6. Limit access to the property storage room through key controls and other necessary procedures.
7. Require the property officer to periodically inventory contents of the property room and prepare an inventory report. Recommendations for disposal of property which no longer needs to be retained should be included in the inventory report.

8. Under authorization of law, periodically hold public auctions of those items which no longer need to be retained and where ownership is unknown, or where other reasons have prevented the return of property to the owner.

V. RECORDS RETENTION & DESTRUCTION

The quantity of records generated by a police department is staggering compared to most other agencies. At some point in time, police departments are usually forced by inadequate space to develop a strategy for reducing their records volume. In far too many instances, the agency simply sets an arbitrary date and destroys all records initiated prior to that time. This procedure is a violent approach which results in the unnecessary destruction of important records.

Every police department needs a retention policy that specifies the records which are to be kept, how long they should be retained, what form they should be retained in, and when and how they should be destroyed. In developing the Retention and Destruction Schedule, it should be kept in mind that the basic objectives of the system are:*

1. To assure the proper preservation of all records of permanent value.

* Place & Popham, Filing and Record Management
(Englewood Cliffs, Prentice Hall, Inc., 1966),
Pp. 176-7.

2. To ensure uniform retention periods and filing locations for noncurrent records of continuing value in economical storage (conserve space, expensive types of equipment, and clerical handling).
3. To dispose of records not warranting further preservation under even the most economical storage conditions by developing an orderly, controlled system of destruction.
4. To establish a realistic pattern of records retention, thus keeping the disposition of useless records activated, yet under control.

Although nostalgic consideration may cause managers to resist the disposal of records, most police records lose their operational and administrative values quickly. A survey by the National Records Management Council indicated that (1) 90 percent of the requests for records material occurs within the first six months after the initiation of the records, (2) 9 percent of the requests come between the sixth month and one year, and (3) only 1 percent of the requests are for records that are over one year old.

In determining the specifics of the Retention Schedule, the following areas should be evaluated:

1. Are there at least a minimum number of forms to serve the needs of the organization?
2. Are the records adequate for executive and operational use?
3. What are the legal time limits for which records must be kept?
4. What are the utility time limits for records?
5. What are the volume of various records and their filing space requirements?
6. Is it possible to reduce filing space requirements and still meet administrative and operational requirements?
7. What are the maintenance costs for records?

Legal Procedures

Most police officials are not aware of the legal requirements which legislatures have imposed on them in the area of records retention and destruction. Generally, police departments are not legally obligated to initiate records, but once a record has been produced, it cannot be arbitrarily destroyed.

Each jurisdiction has its own individual set of requirements concerning the process which must be used before public financed records can be destroyed, but almost no state is without a requirement. These requirements are basically designed to guarantee the preservation of historical records and materials.

The Ohio laws provide appropriate illustrations because they are basically representative of those in other states. Section 149.39 places the responsibility of supervising records disposal in the hands of the local city.*

"There is hereby created in each municipality a records commission composed of the chief executive, as chairman, and three officers or citizens named by the chief executive. The commission shall appoint a secretary, who may or may not be a member of the commission and who shall serve at the pleasure of the commission. The commission may employ an archivist to serve under its direction."

* Other sections establish similar responsibilities for county and township jurisdictions.

"The functions of the said commission shall be to review records disposal lists submitted by municipal offices. The disposal lists shall contain those records which have been microfilmed or no longer have administrative, legal, or fiscal value to the municipality or to its citizens. Such records may be disposed of by the commission pursuant to procedure hereinafter outlined. When municipal records have been approved for disposal, a list or description thereof shall be published in a newspaper of general circulation in the county in which the municipality is located on the same day of the week for two consecutive weeks, and a copy of such records list shall be sent to the bureau of inspection and supervision of public offices of the auditor of state. If said bureau disapproves of the action by the municipal commission, in whole or in part, it shall so inform the commission within a period of sixty days. Before records are otherwise disposed of, the Ohio historical society shall be informed and given the opportunity for a period of sixty days to select for its custody or disposal

such records as it may deem to be of continuing historical value."

There is always a question concerning the specific police records to which the laws are applicable. Section 149.40 of the Ohio Revised Code gives a fairly precise definition.

"Any document, device or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions which serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office, is a record within the meaning of sections 149.31 to 149.44, inclusive, of the Revised Code. Any public record which is transferred to an archival institution pursuant to sections 149.31 to 149.44, inclusive, of the Revised Code because of the historical information contained therein shall be deemed to be an archive within the meaning of these sections."

The Ohio Revised Code makes it possible to reduce the volume of records by microfilming, but

it establishes procedures and standards for such processing. Section 9.01 states:

"When any officer, office, court, commission, board, institution, department, agent, or employee of the state, or of a county, or any political subdivision, who is charged with the duty or authorized or required by law to record, preserve, keep, maintain, or file any record, document, plat, court file, paper, or instrument in writing, or to make or furnish copies of any thereof, deems it necessary or advisable, when recording any such document, plat, court file, paper, or instrument in writing or when making a copy or reproduction of any thereof of any such record, for the purpose of recording or copying, preserving, and protecting the same, reducing space required for storage, or any similar purpose, to do so by means of any photostatic, photographic, miniature photographic, film, microfilm, or microphotographic process, which correctly and accurately copies or reproduces, or provides a medium of copying or reproducing, the original record, document,

plat, court file, paper, or instrument in writing, such use of any such photographic processes, for any such purpose, is hereby authorized. Any such records, copies, or reproductions may be made in duplicate, and such duplicates shall be stored in different buildings. The film or paper used for this process shall be of acetate base and shall comply with the minimum standards of quality approved for permanent photographic records by the national bureau of standards. Any such officer, office, court, commission, board, institution, department, agent, or employee of the state, a county, or any political subdivision may purchase or rent required equipment for any such photographic process and may enter into contracts with private concerns or other governmental agencies for the development of film and the making of reproductions thereof as a part of any such photographic process. When so recorded, or copied or reproduced to reduce space required for storage or filing of such records, said photographs, microphotographs, microfilms,

or films, or prints made therefrom, when properly identified by the officer by whom or under whose supervision the same were made, or who has the custody thereof, have the same effect at law as the original record or of a record made by any other legally authorized means, and may be offered in like manner and shall be received in evidence in any court where such original record, or record made by other legally authorized means, could have been so introduced and received. Certified or authenticated copies or prints of such photographs, microphotographs, films, or microfilms shall be admitted in evidence equally with the original photographs, microphotographs, films, or microfilms. Such photographs, microphotographs, microfilms, or films shall be placed and kept in conveniently accessible, fireproof, and insulated files, cabinets, or containers, and provisions shall be made for preserving, safekeeping, using, examining, exhibiting, projecting, and enlarging the same whenever requested, during office hours."

Any Retention Schedule that is established should be based on these statutes and other applicable regulations that exist in the jurisdiction of the police department.

Sample Retention Schedule

In order to provide some guidance to police agencies that wish to develop a Retention Schedule for their records, the following is a reasonable list which includes most of the records that a police department maintains.

<u>Type of Record</u>	<u>Retention Period</u>
Information file - Department personnel information	Keep current - destroy superseded material, transfer permanent material to the correspondence file for storage.
Reports to City Manager Annual and Monthly	Permanent
Reports Work Sheet File	Remove and destroy the year old file when the current month folder is started.
Dog Pound Report - monthly	Hold one year, dispose of
Officers Monthly Activity Report	Hold two years, dispose of
Traffic Radar Recordings	Destroy
Accident Record	One year in reports work sheet file.

<u>Type of Record</u>	<u>Retention Period</u>
Stolen car file	Until cleared
Correspondence - Comm. Division	Weed yearly-forward any permanent items to the Dept. secre- tary for inclusion in the central file prior to storage.
Dictabelt Records	2 years
Night Watchman Telephone Check	1 year
Police and Fire Radio Record	2 years - subject to change of Federal Comm. requirements.
Record of Telephone Calls	Destroy after calls are verified.
Teletype Communications Log	2 years
Bulletins and Monthly Reports received from various State and Federal Law Enforcement Agencies and Insitutions	1 year
Complaint Resume Book	10 years
Correspondence - Detective Division	Weed annually, for- ward any permanent items to the Dept. Secretary for in- clusion in the Department files prior to storage.
Dealer's Firearm Record	Keep current - destroy superseded reports.
Pictures of City Prisoners	Permanent - remove and destroy pictures replaced by a more recent one and of any individual on whom a death report is received.

<u>Type of Record</u>	<u>Retention Period</u>
Pictures of Prisoners Released from State Confinement	Keep current - destroy superseded pictures.
Second Hand Dealer's or Pawnbroker's Report	10 years active - then to permanent available storage.
Daily Jail Check Sheet	90 days
Daily Jail Count	Hold 30 days after end of calendar year, then destroy.
Fingerprint Cards Non-prisoners	6 months
Fingerprint Cards Prisoners	6 months
Jail Visitor's Register	File with arrest report on prisoner's release.
Property Slip & Cash Account Record	1 year and after audit
Record of Medical Services for Prisoners	Permanent
Correspondence, Reports & Statistics, Uniform Division	Weed annually
Personnel Records - Uniform Division	Hold till no longer employed, then transfer to person- nel office.
Register of Arrests	1 year - copy returned from state Motor Vehicle Dept. 30 days - statis- tical and original copy.
Warrants	Hold one year, then return to court for further instruc- tion.

<u>Type of Record</u>	<u>Retention Period</u>
Inspections Reports - Daily	60 days
Car Condition Report	30 days
Monthly and Annual Training Division Reports	2 years
Personnel Records for Police Reserve	Transfer to personnel office after separation or when no longer eligible for duty.
Training Records for Individuals	To personnel record upon discharge or retirement.
Arrest Report Case Files	Misdemeanors-5 years after case is closed Death (if report of death is received and no accomplices are living) Felonies except major crime 25 years Major Crimes - permanent.
Arrest Report Index and Cross Index	Permanent
Complaint Report Case File	Remove and destroy files: 5 years after case is closed for misdemeanors, minor offenses, unfounded allegations, etc. 25 years after case is closed for felonies. Major Crimes - permanent.
Complaint File Index and Cross Index	Permanent-same as Complaint Report Case File.

<u>Type of Record</u>	<u>Retention Period</u>
F.B.I. and State Police	Keep current
Investigations of Liquor License Applicants	3 years after last renewal
Application for Gun Permits	Maintain current
Paid Parking Violations	1 year and after audit
Cancelled Parking Tickets	2 years and after audit
Budget - Police Department	2 years and after audit
Equipment Repair Order	Destroy after repairs are complete
Gasoline Slips	Hold 3 months
Petty Cash Fund Cancelled Checks and Stub Books	7 years
Petty Cash Fund Book	7 years
Daily Time Record by Division	2 years - Records and services copy 1 month-other copies
Time Book (Roll Book)	Permanent
Individual Pay Record	Permanent
Leave Record	Keep current, destroy pages re- placed
Purchase Orders	3 years and after audit
Requisitions	1 year and after audit
Prisoner's Trust Fund Records	7 years
Vending Machine Account Book	2 years

<u>Type of Record</u>	<u>Retention Period</u>
Confidential Files	Weed annually
Correspondence	Weed annually
Solicitor's Applications	7 years
Lost (and Found) Property Record	Hold till after property is recovered or seven years
Receipts for Lost and Found Property	3 years
Traffic Accident Reports	3 years - non-crimi- nal and closed criminal
A.W.O.L. Reports	Until cancelled or cleared
Recovered Car File	7 years
Stolen Bicycle Report	Until case is closed or 7 years
Towed Car Report	1 year after dis- position of case
Telegram File	1 year
Daily Tally Sheet	1 year
Daily Report of Disposition of Municipal Court Cases	Destroy after posting to arrest record
Adult Police Blotter	1 year
Juvenile Police Blotter	1 year
Register - Transactions	1 year and after audit
Cash Turnover to City Treasurer	2 years
Receipts - Issued by Department of Finance and Administration for Cash Turnovers	2 years and after audit

Type of Record

Retention Period

Request for Record's Check

2 years and after
audit

Receipts - duplicates of
those given

2 years and after
audit

Register of Parking
Violations

2 years